



City of Lake Crystal Employment Application

We welcome you as an applicant for employment with the City of Lake Crystal. It is the City of Lake Crystal's policy to provide equal opportunity in employment. The City of Lake Crystal will not discriminate on the basis of race, color, religion, sex, national origin, age, marital or veteran status, disability, creed, ancestry, sexual orientation, familial status, political affiliation or any other legally protected status.

Please furnish complete information so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing your information, and more.

The City of Lake Crystal accommodates qualified persons with disabilities in all aspects of employment, including the application process. Applicants who need any accommodation to complete the application should contact City Hall at 100 E. Robinson St., PO Box 86, Lake Crystal, MN 56055 or at 507-726-2538. Applications must be received in City Hall by the close of business on the closing date of the announcement.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Alternate Phone: _____

Email: _____ Position Applied for: _____

Are you legally eligible to work in the United States in the position for which you are applying?

YES NO
☐ ☐

Proof of Citizenship or work eligibility will be required as a condition of employment.

Will your continued employment require employer sponsorship?

YES NO
☐ ☐

Are you at least 18 years old?

YES NO
☐ ☐

Education

High School: _____		Address: _____	
From: _____	To: _____	Did you graduate? YES ☐ NO ☐	Diploma: _____

College: _____		Address: _____	
From: _____	To: _____	Did you graduate? YES ☐ NO ☐	Degree: _____
Course of study: _____			

Graduate School: _____		Address: _____	
From: _____	To: _____	Did you graduate? YES ☐ NO ☐	Degree: _____
Course of study: _____			

Technical School: _____		Address: _____	
From: _____	To: _____	Did you graduate? YES ☐ NO ☐	Degree: _____
Course of study: _____			

Other: _____		Address: _____	
From: _____	To: _____	Did you graduate? YES ☐ NO ☐	Degree: _____
Course of study: _____			

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

List any current licenses, registrations, or certificates you possess which may be related to this position:

Employment Experience

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Hrs/Week: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

May we contact this employer? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Hrs/Week: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

May we contact this employer? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Hrs/Week: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

May we contact this employer? YES ☐ NO ☐

Unpaid Experience

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

Military Service

Did you serve in the U.S. Armed Forces? YES ☐ NO ☐
Describe your duties:

Do you wish to apply for Veterans' Preference points: YES ☐ NO ☐

If you answered "yes" you must complete the enclosed application for Veterans' Preference points and submit the application and required documentation to the City of Lake Crystal by the application deadline of the position for which you are applying.

Authorization

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Lake Crystal is "at will," and that employment may be terminated by either the City of Lake Crystal or me at any time, with or without notice.

With my signature below, I am providing the City of Lake Crystal authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?", contact with my current employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Lake Crystal in writing of any changes to information reported in this application for employment.

Signature: _____ Date: _____